



POLK COUNTY, WISCONSIN

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NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that on Tuesday, August 7, 2018, the Polk County Public Safety & Highway Committee will hold a public hearing at 6:00 pm at the Polk County Government Center (County Board Room) in Balsam Lake, WI, to receive comments on the proposed Polk County Uniform Rural Addressing and Road Numbering Ordinance – Ordinance No. 48-18. The purpose of the ordinance is to provide for regulations concerning the implementation of a rural road and address numbering system in the towns of Polk County to aid, as provided in Wisconsin Statute Section 59.54(4), fire protection, emergency services and civil defense, and to provide for the implementation of the rural road and address numbering system in cooperation with the towns in the County as afforded pursuant to Wisconsin Statute Section 59.54(4m).

A copy of the proposed ordinance is available in the office of County Clerk, 100 Polk County Plaza Suite 110, Balsam Lake, WI 54810 and on the County website at: <http://www.co.polk.wi.us/>. Interested parties have a right to appear before the committee to provide comment in verbal or written form concerning the proposed ordinance. In addition, interested persons may submit written documentation concerning the proposed ordinance prior to the public hearing by directing the same to the Polk County Land Information Department, c/o: Mr. Jason Kjeseth, Zoning Administrator, 100 Polk County Plaza, Suite #130, Balsam Lake, WI 54810 or by e-mail at jason.kjeseth@co.polk.wi.us. Documentation received before the public hearing will be presented to the Public Safety and Highway Committee for receipt during the public hearing.

Sharon Jorgenson
Polk County Clerk

Proposed Polk County Uniform Rural Addressing and Road Numbering Ordinance

Ordinance No. 48-18

**Polk County Uniform Rural Addressing and Road Numbering
Ordinance**

**Introduced: _____; Enacted: _____
Published: _____; Effective Date: _____**

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3 **ORDINANCE**

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Ordinance No. ____-18

26 POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE

The Honorable Ladies and Gentlemen of the County Board of Supervisors for the County of Polk:

27 *NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF POLK*
28 *DOES ORDAIN, AS FOLLOWS:*

29 **Section 1.0 General Provisions**

30 1.1 **Authority**

31 This ordinance is adopted pursuant to authorization in Section 59.54(4) and
32 59.54(4m) of the Wisconsin Statutes.

33 1.2 **Title**

34 This ordinance shall be known as the "Polk County Uniform Rural Addressing and
35 Road Numbering Ordinance," hereinafter referred to as "this ordinance."

36 1.3 **Jurisdiction**

37 This ordinance shall establish a county-wide rural address numbering system for
38 the unincorporated areas of Polk County, Wisconsin.

39 1.4 **Purpose**

40 This ordinance is to promote and aid in timely and efficient response of law
41 enforcement services, fire protection services, emergency services and civil defense.
42 This ordinance promotes public health and safety and welfare by providing an orderly
43 and uniform addressing and road numbering system for principal structures and
44 properties in the unincorporated areas of Polk County. This system will aid the timely
45 and efficient emergency response to all rural residents including police, fire, and
46 ambulances through proper coordination of 911/GIS data.

47
48
49

50 1.5 **History and Administration**

51 The Polk County rural addressing grid system was adopted on June 27, 1978.
52 The Polk County Land Information Department-Division of Zoning administers
53 the rural addressing system with the support of emergency services.

54 1.6 **Severability**

55 Should any section, clause, provision, or portion of this ordinance be declared
56 unconstitutional or invalid by a court of competent jurisdiction, the remainder of
57 this ordinance shall not be affected.

58 **Section 2.0 Definitions**

59 Certain terms or words used herein are defined as follows:

60 **"Address"** means a physical number for a principal structure or driveway access point for
61 an unimproved lot as assigned by the county addressing authority.

62 **"Addressing Authority"** means the Polk County Land Information Department-Division
63 of Zoning.

64 **"Address Sign"** means an individual address plate placed on a named road or driveway
65 identifying the location of a principal structure or lot.

66 **"Application Form"** means the form required for assignment of a new address or a
67 replacement sign. The owner or their agent shall complete and submit the form to the Polk
68 County Land Information Department-Division of Zoning.

69 **"Driveway"** means a private road serving no more than two principal structures or lots.

70 **"Driveway Access Point"** means the point where the driveway or private road intersects
71 a public roadway. This location is used to determine the correct address.

72 **"LOT"** means a parcel of land occupied or designed to provide space necessary for one
73 principal building and its accessory buildings or uses. A lot may be a parcel designated in
74 a plat or described in a conveyance recorded in the office of the Register of Deeds.

75 **"Principal Structure"** means the building used for the main use of the property. A
76 principal structure may be used for residential, commercial, industrial, recreational, or other
77 purposes.

78 **"Private Road"** means a named private driveway, which complies with the uniform road
79 numbering, leading to two or more driveways or principal structures. Private roads are
80 maintained by the landowners who are also responsible for all the costs associated.

81 **"Right-of-Way"** means the land covered by an established or recorded public roadway
82 easement.

83 **"Road"** means a public road which affords primary means of access by vehicles to adjacent

84 properties. The town, county, or state are responsible for the maintenance of their own
85 roads.
86 **"Sign Post"** means a post permanently affixed in the ground used solely for display of the
87 address sign.

88 **Section 3.0 Rural Addresses**

89 **3.1 Address Assignment**

- 90 1. All new parcels created after adoption of the ordinance may be assigned a
91 physical property address according to the rural address numbering system
92 adopted in this ordinance.
- 93 2. All new construction for principal structures authorized by a land use permit,
94 sanitary permit, or town building permit shall be required to have a physical
95 property address.
- 96 3. Any existing principal structures or businesses not associated with a parcel
97 previously addressed shall be assigned a new physical property address.
- 98 4. All addresses shall be assigned to conform to the existing address grid system of
99 Polk County according to the following:
 - 100 a. The starting origin for address numbers running east to west begins along
101 the east boundary of Polk County; the starting origin for numbers running
102 south to north begins at the south county boundary. Addresses will
103 increase as you move north and west from the southeast corner of Polk
104 County.
 - 105 b. The addresses shall consist of up to four (4) digits providing 100
106 addresses per section mile.
 - 107 c. The grid system shall follow the public land survey system (PLSS) section
108 lines.
 - 109 d. All properties on the east side of north-south roads, and the south side of
110 the east-west roads shall be assigned even numbers.
 - 111 e. All properties on the west side of the north-south roads and the north side
112 of east-west roads shall be assigned odd numbers.
 - 113 f. All addresses shall be assigned at the location of the driveway access
114 point off a public or private road.
 - 115 g. Assignment of prefix or suffix alpha characters or sub numbers shall not
116 be permitted.
 - 117 h. If pre-existing surrounding addresses make it impossible to assign an
118 address that conforms to the county's grid system, the addressing
119 authority shall change the required addresses to conform to the county's
120 grid system.

- 121 i. One physical address number shall be assigned to apartment buildings,
122 mobile home parks, and campgrounds. Individual units in such complexes
123 shall be referred to by apartment number or unit number. Each unit or
124 apartment shall clearly indicate the unit/apartment number by the
125 entrance.
- 126 j. Twin homes or side by side condos shall each be assigned individual rural
127 address numbers.
- 128 k. An address shall only be assigned to an accessory building if it is the only
129 structure on the property.
- 130 l. Utility substations and telecommunication facilities shall have a physical
131 property address.
- 132 m. Addresses shall be assigned to locations that are publicly accessible
133 including but not limited to: cemeteries, parks, recognized public land
134 access points, recognized trail access points, boat landings, public parking
135 locations, nonmetallic mine access points, or any other location deemed
136 important to public safety.
- 137 n. If the location of an existing driveway access point changes, the current
138 address may remain unless the addressing authority determines the
139 address is no longer in compliance with the county's grid system.
- 140 o. If the driveway access point changes from one road to another, the
141 property owner shall be responsible for obtaining a new address and the
142 associated costs.
- 143 p. The new address assigned to a property shall become the official address
144 of the property and replace any prior address of the property.
- 145 q. Wherever practicable, the county shall cooperate with the town
146 governments of the county consistent with Wis. Stat. § 59.54(4m).

147 **3.2 Sign Standards**

- 148 All new rural address signs shall meet the requirements below; however, these
149 provisions are not retroactive to existing signs.
- 150 a. A rural address sign shall be double sided and installed perpendicular to
151 the roadway.
 - 152 b. The address sign shall include the address number, street name, street
153 prefix or suffix directional, street type (e.g. street/avenue), and town.
 - 154 c. The address sign shall be of highly reflective material.
 - 155 d. The address number shall be a minimum of 4 inches tall.

156 **3.3 Sign Placement**

157 All address signs will be installed by the town in which the property is located.
158 Each town shall receive \$25 for every sign installed except for address
159 corrections. The sign shall be placed according to the following:
160 a. The rural address sign shall be installed within 20 feet of the driveway
161 access point and within 10 feet of the road right-of-way.
162 b. The sign shall be affixed to a post and shall not be attached to any
163 buildings.
164 a. Signs shall be attached to posts at a height of four feet, measured
165 from the ground surface to the center of the sign.
166 c. The sign must be visible from the roadway from both directions.
167 d. In the case where more than two addresses are served by a private
168 driveway, each address shall be double signed. The first sign will be
169 placed at the driveway access point, and the second sign will be placed
170 where the individual driveway separates from the shared driveway. The
171 property owner is responsible for the cost of the additional rural address
172 sign.

173 **3.4 Sign Maintenance**

174 It shall be the responsibility of the property owner to maintain the area around
175 the sign, so the sign can be easily seen from each direction. If at any time the
176 sign becomes illegible, damaged, or destroyed, it is the property owner's
177 responsibility to order a replacement sign. Any property with a rural address
178 shall be required to have a sign under this ordinance.

179 **Section 4.0 Road Numbering System**

180 Roads shall be numbered according to their alignment:
181 a. Roads aligned from east/west shall be avenues.
182 b. Roads aligned from north/south shall be streets.
183 c. For a road that does not travel in a straight direction north/south or
184 east/west it will be determined by the greater of the two distances
185 whether it will be considered an east/west road or a north/south road or
186 as determined by the county addressing authority.
187 d. All roads, including private roads, shall have a street sign displayed.
188 e. Road signs shall comply with state standards and be installed by the
189 municipality.
190 f. The county addressing authority shall have the authority to change pre-
191 existing road names in order to comply with the purpose and intent of this
192 ordinance.

193 **Section 5.0 Administration**

- 194 1. It shall be the duty of the county addressing authority to assign a rural address
195 upon receipt of a rural address application or a state sanitary permit application.
196 The address fee must accompany a state sanitary permit application if the
197 property doesn't have an address. The rural address application is not required
198 with the state sanitary permit application.
- 199 2. A digital copy of the county rural addressing map shall be kept and maintained
200 by the Land Information Department.
- 201 3. The Land Information Department will be responsible for ordering the address
202 signs, and notifying the respective town officials when the county receives the
203 signs.
- 204 4. The applicant shall provide the following information on the uniform address
205 application form:
- 206 a. Name of Property owner;
 - 207 b. Current address/telephone number;
 - 208 c. Name of Municipality;
 - 209 d. Tax Parcel Number;
 - 210 e. Legal description of property (Volume-Page, CSM, Plat etc.);
 - 211 f. Road name which property/building will be accessed to/from;
 - 212 g. Side of the road the property/building is located (N, S, E, or W);
 - 213 h. Distance (in feet) from center of owner's driveway to nearest
214 existing/known address number, road intersection, or property line;
 - 215 i. Location of principal structure on the property;
 - 216 j. Signed by owner or agent;
- 217 5. The Polk County Land Information Department shall forward all assigned
218 addresses to relevant emergency services and the post office within 30 calendar
219 days.
- 220 6. Incorrect assignment of an address due to incomplete or incorrect information on
221 the application form shall be corrected immediately and the applicant shall be
222 responsible for all associated costs.
- 223 7. Any rural address not obtained from the county shall be deemed in violation of
224 this ordinance.
- 225 8. At the discretion of the addressing authority, a physical address may be removed
226 from the address maps if there are no buildings or address sign present.

227 **Section 6.0 Fees**

228 The application fee for a rural address sign shall be established by the Polk
229 County Environmental Services Committee as part of the Land Information
230 Department fee schedule. A property owner shall submit a completed
231 application along with the required fee when requesting a rural address sign.

232 **Section 7.0 Amendment**

233 **7.1 Amendments**

234 This ordinance shall be subject to amendment considerations as deemed
235 necessary by the Polk County Board of Supervisors. A petition to amend this
236 ordinance can be brought to the Board of Supervisors by a member of the board,
237 town, or by any member of the public. The Public Safety & Highway Committee
238 is to consider the amendment, and hold at least one public hearing to obtain and
239 incorporate any public input deemed appropriate. The committee shall then
240 provide a recommendation on any amendments to the Polk County Board of
241 Supervisors for action.

242 **7.2 Exceptions**

243 Persons may seek an exception to the implementation of the Ordinance by filing
244 with the County Clerk a written petition to seek an exception. Such petition must
245 identify the road and address for which an exception is sought, a statement
246 describing the reasons in which the implementation of Ordinance on the subject
247 property or affected road would not aid in the law enforcement, fire protection,
248 emergency services and civil defense; and be accompanied by a statement signed
249 by all resident or owners of property on the subject road that demonstrates that all
250 of such residents or owners are in support of the petition. The Public Safety &
251 Highway Committee shall consider such petition, review the same for
252 completeness, and make recommendation to the County Board to approve or
253 disapprove the petition. Said committee may recommend approval only if it finds
254 that implementation of the Ordinance on the subject property or affected road
255 would not aid in the law enforcement, fire protection, emergency services and civil
256 defense petition. The committee shall file with the Clerk a report containing its
257 findings and recommendation. The County Board shall make final action to either
258 approve or deny the petition. Persons aggrieved by the determination of the
259 County Board may seek circuit court review within 30 days of such final action.

260 **Section 8.0 Enforcement and Penalties**

261 As authorized by Wisconsin Statute Chapter 66, the Zoning Administrator or the
262 county addressing authority, shall issue citations for any violations of this
263 ordinance. Any person, firm, association, or corporation who violates or refuses to
264 comply with any of the provisions of this ordinance shall be subject to a forfeiture
265 of not less than two-hundred (\$200.00) dollars nor more than one-thousand
266 (\$1000.00) dollars per offense, together with the taxable costs of action. Each day
267 of continued violation shall constitute a separate offense. The following are
268 violations of this ordinance:

- 269 a. Damaging, altering, disfiguring, removing, or relocating an address sign.
- 270 b. Utilizing a rural address number not assigned by the county addressing
271 authority as the current physical property address.
- 272 c. Failure to remove any address sign from a structure, utility pole, fence, or
273 other illegal location within 30 days.
- 274 d. Failure to remove or install a new address sign within 30 days after written
275 notification from the addressing authority is received.

Offered this _____ day of _____, 2018.

BY: Brad Olson
Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

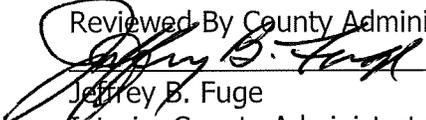
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Fiscal Impact Note: Enactment of this ordinance will have no fiscal impact. The rural addressing and road numbering system has already been implemented.

Legal Impact Note: Enactment of this ordinance establishes a regulatory ordinance that is administered by the Land Information Department. The ordinance establishes a formal administrative for the continued implementation of the rural addressing and road numbering system. The ordinance provides for a process for amendment of the ordinance and petitioning for an exception to the ordinance. The ordinance presents no legal impacts to the operation of the County outside the administration of such system.

Reviewed By County Administrator and Approved as to Form and Execution:



Jeffrey B. Fuge
Interim County Administrator/Corporation Counsel

Ordinance No. ____-18
POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE

Excerpt of Minutes

At its regular business meeting on the ____ day of _____, 2018, the Polk County Board of Supervisors acted on Ordinance No. ____-18: POLK COUNTY UNIFORM RURAL ADDRESSING AND ROAD NUMBERING ORDINANCE, as follows:

- Enacted by majority voice vote
- Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Defeated: _____
- Other: _____

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson Sharon Jorgenson, County Clerk

Certification of Publication

Ord. No. ____-18, as enacted the ____ day of _____, 2018 was published in the Inter-County Leader on the ____ day of _____, 2018.

Sharon Jorgenson, County Clerk